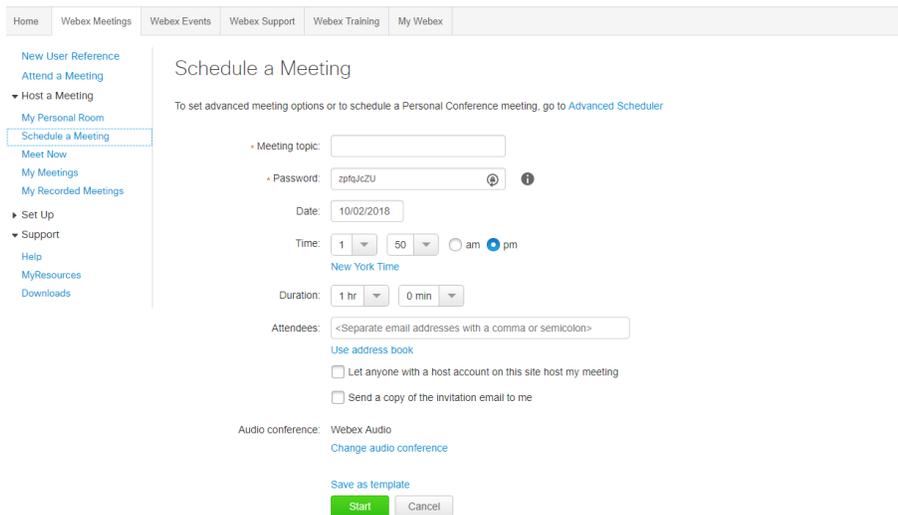


WEBEX MEETINGS: ADDING REGISTRATION

This sheet will show users how to set up registration for any WebEx Meeting they want to host. All instructions must be completed before the Audio Conference Bridge can be used. These instructions apply to users logging in at indiana.webex.com OR indianaenanced.webex.com.

If you have additional questions, please contact Mike Hicks at mhicks@iot.in.gov, or Gary Flynn at gflynn@iot.in.gov.

1. After logging in at indiana.webex.com, choose the **WebEx Meetings** tab in the upper left-hand corner. On the left side, select **Schedule a Meeting**. You should reach a screen resembling below. Once you have, select **Advanced Scheduler**.



2. Enter all of the relevant information for your meeting as needed until you reach step 5; **Registration**. **NOTE: All meetings have a default password that is added to the meeting; users do NOT need to enter this password to join meetings, they only need to register.** Upon clicking *Require Attendee Registration*, a popup will appear. Click 'OK' and additional features will populate. On this page, you can make several options mandatory for users to fill out before receiving an invite to the meeting.

At the bottom of this list is an option that reads 'Automatically accept all registration requests.' Checking/unchecking it will cause your registration options to behave one of two ways.



Registration

Return to [Quick Scheduler](#)

Registration: None

Require attendee registration i

Obtain detailed attendee information:

<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Last Name
<input type="checkbox"/> Job Title	<input type="checkbox"/> Company Name	<input type="checkbox"/> Address 1
<input type="checkbox"/> Address 2	<input type="checkbox"/> City	<input type="checkbox"/> State
<input type="checkbox"/> ZIP/Postal Code	<input type="checkbox"/> Country/region	<input type="checkbox"/> Office Phone
<input type="checkbox"/> Fax		
<input type="checkbox"/> Automatically accept all registration requests		

Note: Meeting attendance is not limited only to registered attendees. Attendees may forward meeting invitations to others, or may join using a name or email address that does not match their registration information.

[Save as template](#)

- 1 Required Information
- 2 Date & Time
- 3 Audio Conference
- 4 Invite Attendees
- 5 Registration**
- 6 Agenda & Welcome
- 7 Meeting Options
- 8 Attendee Privileges
- 9 Review

- Leaving the last option unchecked forces the person sending the invite to know exactly who is receiving the invites and to approve them as a participant before they can gain access to the meeting and add it to their calendar. This option works well for limited meetings, or meetings where you need to know exactly who has attended and who has not.
- Checking the last option will allow users to complete registration and immediately add the invite to their calendars, then join the meeting at the appropriate time. To get the link for this meeting, you can add yourself as an attendee on Step 4: Attendees, which will send you a form for registration as it would a participant via email. Once you receive the email, you can click the blue 'Registration' link provided to bring up the form. The URL can then be copied and shared with anyone.

Testing

Tuesday, October 2, 2018

3:00 pm | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

Register

After your request has been approved, you'll receive instructions for joining the meeting.

Need help? Go to <http://collaborationhelp.cisco.com>.



CHECKING/APPROVING YOUR REGISTERED USERS

Once you have made your link public for people to join, or you have sent all of your email invites out to the necessary party, you can check to see who has registered for your meeting at any time from your WebEx account. Under **WebEx Meetings**, choose **My Meetings** and choose the meeting you want to check registration for. The info for that meeting should appear similar to what is shown below:

Testing

Tuesday, October 2, 2018 | 3:00 pm Eastern Daylight Time (GMT-04:00) | 1 hour | ● Not started

Host: Vanessa Brasfield | [Edit](#) | [Cancel meeting](#) | [Manage Registration](#) | [Add to my calendar](#)

[▶ More information](#)

[Start](#)

[Start by browser](#) **NEW!**

By joining this meeting, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Here you can select *Manage Registration*, which will give you a full page populated with all users who have registered for your meeting, along with options to *Accept* their registration or *Reject* them from the meeting. By clicking *Details*, a pop up window will load all users on the page in an Excel style sheet that can be exported.

Registered Attendees: Testing

Name	Email address	Phone number	When registered	Request accepted
<input type="checkbox"/> Jane Doe	vanessa.brasfield@gmail.com	1-	10/2/18 3:41 pm	Yes

[Accept](#) [Reject](#) [Select All](#) [Clear All](#) [Details](#) [Go Back](#)